

5 September 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Notes for 8 September Meeting

1. The DCI has requested that each Deputy Director report to him on 8 September on the records destruction procedures in effect in each Directorate.

2. For your information, the total cubic feet of records destroyed by the Agency in FY 1972 was 82,877. This does not include CS Field destruction. Headquarters destroyed 79,331 cubic feet (including records retrieved from the Records Center). [REDACTED] destroyed 2,633 cubic feet.

3. Within the Office of the DCI, destruction for FY 1972 totaled 4,737 cubic feet. The great bulk of this was concentrated in the Office of National Estimates which destroyed 4,245 cubic feet. The only other significant items were SAVA with 180 cubic feet and NIPE with 100 cubic feet.

4. There was a slight reduction of about 700 cubic feet in the total records on hand within the Office of the DCI. A major share of this resulted from the transfer of the Cable Secretariat to the Office of Communications.

5. At the conclusion of the fiscal year, the volume of material on hand at the Records Center had reduced by 71 cubic feet. There is a volume of 90,452 cubic feet of records, supplemental distribution, vital records, and Agency archives presently stored at the Records Center. The Records Center has a total volume of 148,556 cubic feet.

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6. About 172,000 square feet of expensive footage in the Headquarters buildings, including Rosslyn, [REDACTED] and the Chamber of Commerce Building, are being used for storing active records.

[REDACTED]
Special Assistant for Information Control

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